

CHAPTER 11

TIME COMPLIANCE TECHNICAL ORDER (TCTO) SUPPLY OPERATING PROCEDURES

11.1. General.

11.1.1. The Air Force policy on procurement, assembly, storage control, distribution, and disassembly of time compliance technical order (TCTO) kits is contained in this chapter.

11.1.2. The following procedures are intended to expedite the accomplishment of retrofit changes to end articles/items, parts, and materiel within specific time periods and reduce the probability of accidents/unreliability of systems or equipment due to non-compliance with TCTOs. Additional guidance on policy and procedures are provided in TO 00-5-15, *Air Force Time Compliance Technical Order System*, and Chapter 2 of AFMCI 21-301, *Air Force Materiel Command Technical Order System Implementing Policies*

11.1.3. Procurement of all required parts for technical order compliance will be thoroughly explored in each case prior to any use of local manufacture. Local manufacture is not to be considered routine substitution for procurement, particularly in the case of systems and equipment which are currently in production.

11.1.4. Applicable kits and/or parts and materiel will be controlled and distributed according to the supply data paragraph of each TCTO.

11.1.5. The term *kit* used herein describes the assembly of all parts, materiel, or both to accomplish a complete retrofit change on one end article or item of equipment as specified in a TCTO.

11.2. Kit Policy.

11.2.1. **Immediate and Urgent Action.** All parts and materiel for immediate and urgent action modification TCTOs will be included in the kits. As soon as immediate and urgent action TCTO requirements are known, expedited action will be initiated to either procure kits or obtain parts and assemble the necessary kits for compliance with the TCTO. Purchase requests (PRs) properly justified as *Urgent* will be processed according to AFMCPD 23-1, *Sustainment Materiel Acquisition Policy*, using an AFMC Form 185, *Request for TCTO Kit Assembly*. This form will be submitted in accordance with current policies and procedures outlined in this manual.

11.2.2. **Routine Action.** All parts and materiel required to expedite compliance with routine action TCTOs will be assembled as complete kits and furnished to the users.

11.2.3. Inspection TCTOs and condition inspection TCTOs are non-configuration change TCTOs issued to accomplish a one-time inspection, inspection and replacement of hardware with like serviceable items, inspection and repair in accordance with system/equipment repair manuals, or any similar requirement which does not change form, fit, or function, and are approved by the appropriate program Program Manager/Technical Content Manager (PM/TCM). The PM may refer to the System Program Directors (SPD), Product Group Managers (PGM), or Materiel Group Managers (MGM). These TCTOs will require inspection only, or inspection and replacement as required. Replacement of items will not change any form, fit, or function. Opening and closing materiel requirements, if any, as the result of these TCTOs will only be provided in kits when such requirements are not commonly available as base level special tools, parts, or materials. This is an exception to the Air Force total kit concept.

11.2.3.1. Inspection TCTOs which will not require a kit are those where the inspection item is of physical characteristic and location that will not require expendable items (gaskets, seals, one-time stocking devices, etc.) to accomplish the inspection.

11.2.3.2. Condition inspection TCTOs are those where the deficiency and affected parts are identified, but the extent of the deficiency and/or the quantity of parts required for corrective action are not known and could vary between end items. They may or may not require kits, depending upon the availability of expendable parts at the base level to gain access for and close up after the inspection.

11.2.3.3. Any deficient items found that require replacement, as a result of a condition inspection, will be considered as normal wear-out requirements. Replacement item(s) will be requisitioned using normal supply channels.

11.2.4. Whenever a modification requires materiel that the Air Force is not authorized to stock, store, or issue (such as explosives, munitions, or medical items), the PM/TCM developing the modification will provide appropriate funding to the kit development/assembling activity to obtain the required materiel/items. All such items will be packaged separately and identified as part of the total TCTO kit. These components will be safeguarded and protected as required by the particular characteristics of the materiel involved. Special actions required in managing these types of kit items will be accomplished to facilitate proper storage, shipment, and controlled issue. All items will be controlled to prevent pilferage or unauthorized use of the critical/sensitive/dangerous materiel. The source of supply for the separate kits will be identified in the source column of the TCTO bill of materiel for the affected TCTO.

11.2.5. TCTO kits will contain all parts/materiel necessary to accomplish the modification, except as noted in TO 00-5-15, and shelf life coded items "A"-"F" and "1" and "2" in accordance with **AFMAN 23-110, Volume 7, Part 3, Chapter 1, Paragraph 1A3.1. Shelf Life Codes**. Incomplete TCTO kits will not be released without prior approval of the PM/TCM. The PM/TCM is responsible for replacing components and materiel missing from delivered kits.

11.2.6. Waivers to complete kit concept.

11.2.6.1. The purpose of the complete kit concept is to insure timely and effective TCTO accomplishment. This kit concept requires standardization of materiel and eliminates re-requisitioning actions. There may be selected cases where deviation is in the best interest of the Air Force. See TO 00-5-15 for procedures and restrictions.

11.2.6.2. Waivers may be approved by the Air Force Cryptologic Support Center (AFCSC) Configuration Control Board when the Air Force Cryptologic Depot is the PM/TCM (not AFMC managed). See TO 00-5-15 for the policies on granting waivers.

11.2.7. Kits procured for the Air Force by other services will be assigned an Air Force kit identification number and shipping instructions will be provided to the procuring service during the initial contract negotiation. Assets will be shipped to and stored at the applicable Air Logistics Center (ALC). Distribution will be made by the TCTO kit modification manager the same as Air Force procured kits.

11.3. Security Assistance Program Kit Policy. Subject to security assistance (SA) program approval and funds availability, SA program requirements for TCTO kits, based on SA program assigned equipment, will be included in the original procurement together with AF requirements. Sufficient kits will be procured to modify all affected equipment. Shipment of this type of SA program requirement is prescribed in **AFMAN 23-110, Volume 9, Chapter 13** of this manual.

11.4. Responsibilities.

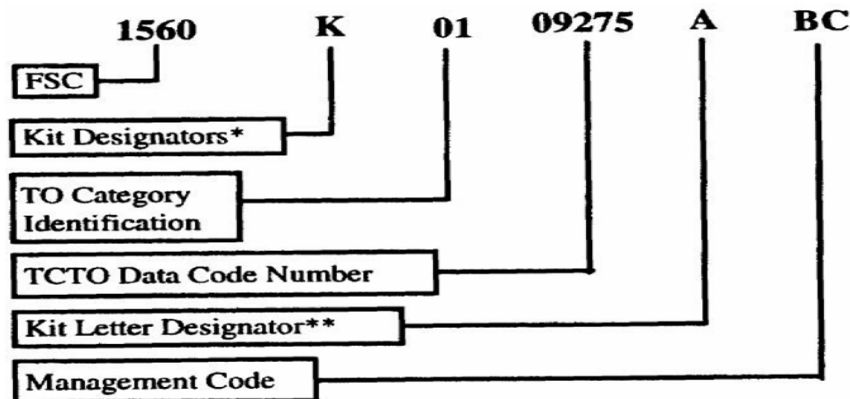
11.4.1. The PM has the responsibility for the procurement, assembly, storage, and distribution of organic TCTO kits. All documentation pertinent to the logistical phase of the TCTO program will be forwarded to the directorate of financial management. The ALC originating the retrofit change will submit item requirements to applicable AFMC TCM of item(s) required. special program requirements (SPRs) will be submitted as outlined in **AFMAN 23-110, Volume 1, Part 1, Chapter 11, Section W**, to the appropriate Defense Logistics Agency (DLA) center to establish AF requirements. The applicable DLA center may advise that a funded requisition is required before they will initiate procurement action for quantities submitted in the SPR. This request for a supporting funded requisition must be submitted to arrive sufficiently in advance of the support date, taking into account procurement lead time. In all cases, DLA items required will be requisitioned from the applicable DLA center in sufficient time to insure availability for TCTO kit proofing and subsequent assembly.

11.4.2. Interim procedures may be accessed at: <https://afmc-www.wpafb.af.mil/HQ-AFMC/LG/lgi-page/D035/Systems/D035D/InterimEYGFm.pdf>. These interim procedures will apply to contractor assembled TCTO kits pending incorporation into AFMAN 23-110, Volume 3, Parts 7 and 8, and Chapters 2 and 17 respectively.

11.4.3. Each new TCTO kit will be identified, accounted for and stored as determined by the TCTO kit modification manager prior to shipping to the customer. Kit identification numbers will be constructed according to TO 00-5-15. When a TCTO supplement is issued with a new data code, the kit identification number will reflect the new data code rather than the original one.

11.4.3.1. The kit identification number will be constructed by following the outline in **Figure 11.1.**

Figure 11.1. Kit Identification Number.



NOTES:

* K for kit.

** If more than one type of kit is required by a particular TCTO, the kits will be designated A through Z (omitting I and O) and then zero through 9. Then if only one kit is involved, it will always have suffix code "A" in the 13th position. If more than 34 kinds of kits are required for one TCTO, the 35th kind of kit will be given a new data code number. (Ref TO 00-5-15).

11.4.3.2. The seven-position data code appears in the upper, right-hand corner of the cover page beneath the technical order number, and is assigned by the ALC responsible for management of the pertinent technical order. The equipment specialist (ES) will review all TCTO kit identification number(s) to determine applicability of shelf life. When it is determined that a TCTO kit contains shelf life materiel, it will be the responsibility of the ES to insure that a shelf life code is assigned the TCTO kit number according to the shortest shelf life item contained in the kit. This will provide the Air Force bases/activities the identification of kits needing shelf life management, as prescribed in **AFMAN 23-110, Volume 1, Part 1, Chapter 4**. Shelf life items will be identified in the initial provisioning package.

11.4.4. Air Force bases/activities will not be required to locally manufacture parts required for technical order compliance. When local purchase (LP), local manufacture (LM), or other stock listed or non-stock listed (NSL) items or materiel are required to comply with the TCTO, such items or materiel will be accumulated by the contractor or the depot assembling the kits, packaged as prescribed in the TCTO, and included as regular components of the TCTO kit. Cut raw stock, with a maximum of prefabrication accomplished, will be included in kits. To accomplish this, the following will be required:

11.4.4.1. The PM will ensure assignment of non-cataloged depot (ND) numbers if LM is to be processed as System Support Division (SSD) stock fund item.

11.4.4.2. The PM will submit project directives, drawings, specifications, AFMC Form 206, *Temporary Work Request*, etc., to depot supply (D035K).

NOTE: Supply will coordinate all LM items with applicable Production Directorate to assure workloads are programmed for completion according to kit assembly schedule.

11.4.5. When TCTOs are issued for mission/flight simulators, mobile training units, or trainers, kits will be furnished in the same manner as for active aircraft.

11.4.6. Assembly, storage, and distribution of kits is accomplished by, or is under the control of, the PM/TCTO kit modification manager.

11.4.7. Parts and materiel required for compliance with depot level TCTOs will be furnished in kits. When retrofit changes are to be accomplished on an assembly line basis, kits may be assembled and packed so that each station on the assembly line will have all the necessary components in quantities that are required to accomplish each phase of the retrofit change.

11.4.8. Kits prepared for compliance with TCTOs at organizational or intermediate level will be assembled or completed within the provisions of **Paragraph 11.2.**

11.4.9. The Air Force stock asset position will be screened prior to procurement of any TCTO kit or part to determine if like or similar items in supply can be diverted to kit assembly or can be altered for use. Screening actions will be accomplished and documented by the ES prior to initiation of procurement action. Local procedures will be developed, coordinated and published to provide detailed actions required to check asset availability.

11.4.10. Items subject to restrictive physical characteristics, such as shelf life items, paints, dopes, lacquers, explosive items, etc., may require separate containers or packing and shipment. If more than one outside container is required, the marking instructions prescribed in **Paragraph 11.14.3.5.** will be followed ("Box 1 of 2," "Box 2 of 2," etc.).

11.4.11. If the type and amount of materiel required for the retrofit change cannot be determined in advance, the materiel does not have to be furnished in a kit, but may be included at the TCM discretion. If materiel is not furnished in a kit, the ES must determine that adequate stock is available in the Air Force supply system to insure filling of requisitions.

11.4.12. The assembly of TCTO kits as directed by the PM.

11.4.12.1. Each AFMC ALC will accomplish the following within the TCTO assembly unit:

11.4.12.1.1. The preparation and processing of issues to withdraw parts and materiel to assemble kits.

11.4.12.1.2. Establishment and maintenance of the withdrawal documents pertinent to each TCTO kit assembly.

11.4.12.1.3. TCTO kits for munitions materiel handling equipment will be distributed in the following priority:

First Priority	Non-Mission capable supply requirements
Second Priority	Nuclear equipped units
Third Priority	Overseas units
Fourth Priority	CONUS unit

11.5. Shelf Life Item Control.

11.5.1. TCTO kits containing shelf life items will be assigned a shelf life code of the shortest shelf life item in the kit, as prescribed in **AFMAN 23-110, Volume 1, Part 1, Chapter 10, Section 10A** of this manual. Exterior containers will reflect the appropriate shelf life markings in accordance with MIL-STD-129, *Military Marking for Shipment and Storage*. The packing list identifying all components of the TCTO will be appropriately marked indicating the items requiring shelf life control and the shelf life code applicable to each. One copy of the list will be placed in the exterior packing list envelope of the number one container for shelf life control purposes.

11.5.2. Shelf life items will be assembled in the same box or package to the maximum extent possible.

11.5.3. These procedures will be followed for both depot and contractor prepared and assembled TCTO kits. The TCTO kit modification manager, in conjunction with the TCTO assembly unit, will ensure systematic inspection of kits having shelf life control items. Where shelf life items have expired, the TCTO assembly unit will notify the TCTO kit modification manager. (Reference **AFMAN 23-110, Volume 7, Part 3**, *The AF Shelf-Life Program*.)

11.6. Time Change Items. Time change items in TCTO kits will be regularly checked to insure kits contain up-to-date items. Procedures will be established to effect reviews of kits by inspection or storage personnel in conjunction with the kit manager. Controls established will insure that kits are kept up-to-date and not issued with outdated components.

11.7. Re-identification And Stock List Changes.

11.7.1. When a TCTO affects parts, subassemblies, assemblies, or complete articles to the extent that physical modification of the part is required, a new part number will be assigned and the national stock number (NSN) will be changed. However, when the TCTO requires a condition inspection to identify defects which will be corrected through the replacement of a like new item, no NSN or part number change is required.

11.7.2. When retrofit changes are made that result in new parts, parts being modified, or changes in installation and assembly of new parts, new drawings shall be prepared or existing drawings revised to include new part numbers, as applicable, (MIL-T-31000) to reflect the retrofit change being performed.

11.7.3. When a part number and/or NSN are stamped, etched, stenciled, brazed, etc., on the article being modified, removal or change to re-identify the modified article with the appropriate new part number and/or NSN will be accomplished (MIL-STD-130, *Identification Marking of U.S. Military Property*).

11.7.4. When an item is altered according to an engineering change or a TCTO change, new or revised drawings will be required.

11.7.5. Item interchangeability and substitution (I&S) relationships will be updated and changes reflected in records and through revised I&S group stock list publications.

11.7.6. End article item managers issuing TCTOs will promptly notify the applicable cataloging activity to have expedite change actions initiated. Prompt re-identification changes in the next Air Force stock list change or Air Force service supplement change cycles, and any changes to the MCR-1 publication file will be accomplished. It is the intent to issue the applicable stock list change notice concurrently with release of the routine TCTO.

11.7.7. Upon determining applicability of the TCTO, the Quality Control Branch/Section or the Product Improvement Office will immediately furnish an action copy of the TCTO to the base supply officer. The base supply officer will use the published TCTO as authority to freeze item records and warehouse bins, challenge all requisitions for validity of end item application as a controlled exception, and apply management codes as required in **Paragraph 11.8.**

11.8. Management Coding On Supply Records.

11.8.1. All TCTO kits will be assigned manager review code "L" (AFMAN 23-110, Volume 3, Part 3, Chapter 11). This degree of management gives visibility of transactions and requires positive manager action before any shipments are made. This control is required to insure that kits are not used for unauthorized requirements. The visibility of actions assists the TCM in the release of backorders to maintain the TCTO schedule. Item managers will coordinate with applicable major command (MAJCOM) TCTO Kit Manager(s) prior to force release actions to ship kits. The TCM(s) will document coordination actions in the TCTO kit management files.

11.8.2. All items/spares affected by TCTOs that jeopardize life, safety of flight, and condemnation/mutilation will be assigned manager review code "T" (AFMAN 23-110, Volume 3, Part 3, Chapter 11). This degree of management gives visibility of transactions and requires positive manager action before any shipments are made. This control is required to prevent wrong spares/items from being issued to a user and to insure that critical parts affecting safety that have been removed by a TCTO are not reissued to maintenance for the same application. Manager review codes will be assigned to those affected items immediately upon receipt and processing of AFMC Form 874, *Time Compliance Technical Order Supply Data Requirements*, and AFMC Form 172, *Coordination of Proposed Technical Order*, and the manager review code will remain in place during the life of the TCTO.

11.8.3. Items identified for removal and mutilated to prevent inadvertent reinstallation will be processed as follows:

11.8.3.1. Assign manager review code "T."

11.8.3.2. Determine approximate number of items in the supply system and prepare an AFMC Form 206 to have these items mutilated and/or salvaged. Items containing precious metal should be mutilated and all scrap residue processed to disposal. These items will be processed to the Defense Reutilization Marketing Office (DRMO) in accordance with the Precious Metals Recovery Program.

11.8.3.3. When the AFMC Form 206 is approved and the work center that will do the mutilation and/or salvage is known, the TCM will establish a maintenance contact for the work center; this will allow the work center to be notified of any subsequent items that generate into the supply system. The TCM of the item being mutilated will prepare a save list and coordinate it through the Product Director for use by the work center that is required to do the mutilation and/or salvage operation.

11.8.3.4. A priority book message will be prepared to all supply activities using "Safety of Flight Warning" as the subject. The message will require mutilation/salvage of the item and will give directions for accomplishing the mutilation/salvage operation. This message will require an answer, giving the number of items salvaged or mutilated or a negative reply "No assets this activity."

11.8.3.5. The TCM will review procurement records. If it is determined that a production contract is in existence, the Directorate of Procurement will be advised and requested to stop all production, and to hold the contract in abeyance until work/re-identification/disposition can be determined and formalized.

11.8.3.6. The Item Manager Wholesale Requisition Process System (D035A) supply records will be file maintained with a constant reject code "CJ" according to AFMAN 23-110, Volume 3, Part 3, Chapter 3 and AFMAN 23-110, Volume 3, Part 3, Chapter 13.

11.8.3.7. An AF Form 86, "*Request for Cataloging Data/Action*," will be prepared and submitted by the TCM in accordance with **AFMAN 23-110, Volume 1, Part 1, Chapter 7**, to have the item cataloged as obsolete in the federal supply system.

11.8.4. All TCTO kits will be assigned expendability, recoverability, reparability, code (ERRC) designator "XD2" (chapter 5). This designator is used in accounting records, to insure that all TCTO kit identification numbers assigned by the ALCs are reported in the Recoverable Assembly Management Process System (RAMPS/D035C), regardless of unit cost, for management control.

11.9. Definitions. (See **AFMAN 23-110, Volume 1, Part 1, Chapter 1**)

11.10. Forms.

11.10.1. An AF Form 86 is the prescribed form to be used when it is determined that a new item is being added to the AF inventories (**AFMAN 23-110, Volume 1, Part 1, Chapter 1**). AF Form 86 are used when it is determined that the Air Force will no longer be a user of an item, or if an item is to be coded disposal.

11.10.2. An AFMC Form 111, *Reclamation Save List*.

11.10.3. An AFMC Electronic Form 184, *TCTO Kit Stock Balance*, may be used to maintain a manual balance record of TCTO kits on hand, and a record of shipments by stock record account number (SRAN), quantity, and serial number of aircraft/ equipment/missiles/ground communications- electronics (CE) on which kits will be installed.

11.10.4. An AFMC Form 185 is provided for use to affect timely assembly of TCTO kits, and provide management with status of the kit project.

11.10.5. An AFMC Form 206.

11.10.6. An AFMC Form 95, *Issue Request*.

11.10.7. An AFMC Form 873, *Time Compliance Technical Order Requirements*, will be used to furnish pertinent technical data for each TCTO being prepared.

11.10.8. An AFMC Form 874 is developed by the contractor or by the organic unit responsible for developing a TCTO. This form provides TCTO kit data and other TCTO supply information. OMB No. 0704-0188 applies.

11.10.9. An AFMC Form 875, *Time Compliance Technical Order Programming Document*, will be initiated by the TCM responsible for TCTO development, to insure all TCTO requirements are completed for concurrent issue and coordinated with affected activities.

11.10.10. An AF Form 3525, *CCB Modification Requirements and Approval Document*.

11.11. Processing Procurement Directives For TCTO Kits.

11.11.1. The PM, when initiating and/or coordinating procurement action, will insure:

11.11.1.1. The TCTO number is indicated.

11.11.1.2. Requirements for procurement of complete kits are established or component parts are properly indicated and identified, when kits are to be assembled utilizing one or more separately procured items.

11.11.1.3. The contractor prepares a consolidated list of items in the TCTO by quantity, stock number, part number, and nomenclature, and annotates in the right-hand margin or column the box number in which each item or component is located. Shelf life items on this list will be identified by appropriate processing codes for management purposes as required in [Paragraph 11.5.](#) Time change items identified in the TCTO will also be annotated with an appropriate code for management purposes.

11.11.1.4. Fund citation has been indicated.

11.11.1.5. Quantitative requirement shown in the procurement directive is supported by the records available from the TCM of the systems requiring modification to insure against over or under procurement. Whenever kits or parts are to be procured, consideration will be given to the requirements of the foreign military sales (FMS) program, other agencies of the government, like spare items in Air Force stock and Readiness Spares Packages (RSP). Any question about the quantity required will be referred to the initiator of the AF Form 3525 for adjustment.

11.11.2. The TCTO kit modification manager will initiate procurement for complete kits and supporting initial, first-year spares, as appropriate, on the original PR or stock call. When individual parts are to be procured by other responsible commodity class managers to meet a retrofit change requirement, the end article TCM will coordinate procurement action. Procurement of supporting initial, first-year spares for TCTO will be accomplished through utilization of funds normally used to procure replacement spares, unless otherwise provided on supporting documents authorizing procurement. When complete TCTO kits are procured from a single source, provisions will be included in the original PR or stock call, as item two thereof, for procurement of supporting initial, first-year spares in a quantity determined according to initial provisioning policy. The PR or stock call will be processed to the comptroller at the depot responsible for authorization of the procurement. Items one and two of the PR will indicate the funds applicable to each item in cases where different citations of funds are required for the complete kits and the supporting spares. The cited dollar value for supporting spares will be the best estimate of the supply and maintenance technicians at the depot authorizing the TCTO. To prevent item(s) reduction costs or loss of funds at the expiration of the fiscal year, extreme care will be exercised to indicate only the minimum dollar value consistent with determined requirements. The use of MIL-PRF 49506, *Logistics Management Information*, will be determined by the depot initiating procurement. Spares procured by the use of the MIL-PRF will not include LP items or standard hardware. Supporting spares for these items may be procured from spares funds applicable to the project, but will be obtained from the normal source of procurement.

11.11.3. When procurement action is required and the responsible TCM for the class (FSC) is located at the same depot (ALC) as the end item commodity class, the depot Financial Management (FM) Director will furnish the appropriate funds for the components (parts and materiel).

11.11.4. The following is a brief summary of actions required by supply for procurement of items not managed by the ALC initiating the TCTO, items included in depot assembled kits, and government furnished property (GFP) furnished to contractors for inclusion in kits:

11.11.4.1. Identify the source of supply for all items in the TCTO not managed at the ALC responsible for monitoring the TCTO.

11.11.4.2. If the items in [Paragraph 11.11.4.1.](#) are not readily available in depot supply stock, contact the responsible TCM to ascertain if funds will be required to fulfill the requirement.

11.11.4.3. When funds are not required, obtain the item(s) through normal supply channels.

11.11.4.4. When funds are required, prepare a PR showing only the TCM, quantity, identification of the item(s) required, and other available information such as TCTO number, desired delivery date, essential marking, destination for shipment, etc. Attach a copy of supporting documents in which the procurement is authorized and forward on a letter of transmittal to the local PR/military interdepartmental purchase request (MIPR) control office.

11.11.5. On receipt of the previously mentioned incomplete PR by the TCM, action will be taken to complete the document received or prepare a new PR/MIPR in which the number of the previous document will be referenced. The formal document will be forwarded to the local PR/MIPR control office for processing.

11.12. Periodic Review of Outstanding Procurement. The PM/TCM, in conjunction with the configuration control board, will conduct a quarterly review (Due-In Reconciliation) of the quantity of TCTO kits on order. The purpose of this review is to insure due-in quantities are appropriate to support the number of end items to be modified.

11.13. Coordination of Technical Data.

11.13.1. Upon receipt of AFMC Form 874 from a contractor, or when the ALC is coordinating the AFMC Form 874 with the TCM and/or PM, the action copy will be forwarded to technical services for identification of item(s) affecting safety, hazardous conditions, or safety of flight. Contractors will also identify these critical type items and code them accordingly. At the same time, shelf life items and time-change items will also be identified and given an appropriate code.

11.13.1.1. AFMC Form 874. (See AFMCI 21-301, *Air Force Technical Order System*, for processing instructions.)

11.13.1.1.1. Part A TCTO kits will not be automatically distributed to base level activities. When kits are required, identify the activity to which kit requisitions will be submitted, and distribution will be effected in accordance with priorities and programmed units. The proper information and requisitioning data will be reflected in the source column, Part A. In addition, this block will be used to list all items for the retrofit change and will be coded accordingly. If more space is required, separate sheets may be attached, appropriately headed and numbered to identify Part A, AFMC Form 874.

11.13.1.1.2. Part B will be used by the initiator of AFMC Form 874 to indicate spares, mobile spares kits, and RSP affected by the TCTO. AFMC Form 874 will be annotated as to where spares, mobile spares kits, and RSP are to be modified, and action required on the spares, mobile spares kits, and RSP that are listed. The TCTO kit modification manager will verify and/or change the recommended action if warranted.

11.13.1.1.3. Part C will be used to indicate parts required to modify spares. TCTO kits will be furnished and the appropriate block will be checked. If it is determined more advantageous and economical to the Air Force, the second block will be checked and items will be requisitioned as indicated in Part A.

11.13.1.1.4. Part D will be annotated to indicate disposition of removed and replaced parts. Reference **Paragraph 11.8.3.2.** for items/materiel that contain precious metal (PM). The instructions will include pertinent data required to reduce demand and special levels on the supply records after completion of the modification. Instructions and disposition must be clearly identified for entry to **Paragraph 11.8.2.**, "Action Required on Supply Records," of

the technical order. The TCTO kit modification manager will review and correct the recommended disposition as approved by the responsible TCM for each specific item. Part D will be carefully assessed to insure proper disposition of parts is in compliance with established policies. All items identified as critical to flight safety or as causing safety hazardous conditions if reinstalled on modified equipment will be appropriately coded as indicated on the AFMC Form 874.

NOTE: Prior to serviceability determination, all items subject to bench check will be processed as bench check required items.

11.13.1.1.5. Part E will identify and list action(s) for items which are in supply and are obsolete by accomplishment of the TCTO.

11.13.1.1.6. Part F will list the kit letter, size, weight, and cost. Enter the actual cost of the kit.

11.13.1.1.7. Part G will be completed to identify necessary disposition action of kits at the time of TCTO rescission. Complete information will be entered to insure proper logistics support is maintained.

11.13.1.1.8. Part H will identify action required on supply records and list all items coded with an asterisk as being critical to safety of flight or hazardous conditions in the appropriate space provided. Appropriate manager review codes are those specified in **AFMAN 23-110, Volume 3, Part 3, Chapter 11** TCM and depot supply records will be coded immediately upon release of the TCTO.

11.13.1.1.9. Part I will list all kit installation tools required to accomplish the TCTO. The method for obtaining the necessary tools, test equipment, jigs, or fixtures will be reflected in the source column. Upon completion of the TCTO, disposition of this equipment will be listed in the disposition column, as applicable.

11.13.1.1.10. Remarks. The remarks space will be used for any pertinent instructions, comments, or references which may be necessary to explain or clarify any part(s) of the AFMC Form 874.

11.13.1.1.11. Certification. Responsible personnel from the contractor and Air Force will certify as to the accuracy and completeness of data on the AFMC Form 874 when their portions have been completed. Certification will attest to the fact that the form has been properly documented, includes all pertinent data, and accurately describes information necessary for publication of a TCTO according to Air Force policies.

11.13.1.2. The purchasing agency will identify the number of copies of the TCTO required. The AFMC Form 874 will be updated to reflect the number of copies required.

11.13.1.2.1. The PM monitoring a TCTO, wherein a kit is specified, will insure the identification number of a kit, as prescribed in **Paragraph 11.4.3**, is indicated for publication in the TCTO. Upon completion of processing any documents prescribed in **Paragraph 11.11.1**, one copy of the completed document and one copy of any attachments will be retained for the end item commodity class file and all other copies will be returned to the initiator. When the return of kits to a contractor is required, the directing correspondence will be forwarded to the AF representative assigned to the appropriate facility.

11.13.1.2.2. Required coordination of TCTO data, between the end article TCM and other TCMs involved, will be accomplished by the use of AFMC Form 172 (**Paragraph 11.10.1.3**.)

insuring all blocks are appropriately and explicitly annotated to assure proper completion of the AFMC Form 874 by the end article TCM. Wire facilities may be used to transmit the required data, if justified by the urgency of the project. DLA requirements will be established as prescribed in **Paragraph 11.4.1**.

11.13.1.2.2.1. Coordination is required when the following conditions exist:

11.13.1.2.2.1.1. When complete kits, the components of which involve the responsibility of another TCM, are being procured.

11.13.1.2.2.1.2. When component parts for accomplishment of a TCTO will be requisitioned by the affected activities in place of an assembled kit.

11.13.1.2.2.1.3. When disposition of items to be removed are the responsibility of another TCM.

11.13.1.2.2.1.4. When supporting spares have been provisioned according to **Paragraph 11.11.2**, such action will be noted on each AFMC Form 172 submitted for coordination.

11.13.1.2.2.1.5. When government furnished property (GFP) is required for inclusion in kits or is to be requisitioned by service activities, the end article TCM will insure delivery for inclusion in kits or availability for issue.

11.13.1.2.2.1.6. When expendable components are coded obsolete by the TCTO.

11.13.1.2.2.2. Those subparagraphs of AFMC Form 172 which are not applicable to the specific TCTO will be lined through.

11.13.1.2.2.3. Deleted

11.13.1.2.2.4. The PM/TCM, upon receipt of an AFMC Form 172 or other types of requests for coordination of TCTO data, will process the request within a period of two working days and return the original copy annotated with the required information to the end article TCM.

11.13.1.2.2.5. When the required coordination (AFMC Form 172) is received from the PM/TCM, the end article TCM will take final action on any document prescribed in **Paragraph 11.11.1** being held in suspense pending receipt of coordination from other affected components.

11.14. Depot Assembly of TCTO Kits.

11.14.1. The end article TCM, upon determination of a requirement for depot assembly of kits for use according to a TCTO project, will:

11.14.1.1. Verify the quantity of kits required.

11.14.1.2. Screen the list of kit components for proper identification and, where not indicated, insert stock numbers.

11.14.1.3. Prepare an AFMC Form 185, suitable for reproduction and forward to the TCTO kit assembly section through the established ALC channels authorizing the build-up of TCTO kits with all essential data including the following:

11.14.1.3.1. Quantity of kits to be assembled, temporary (T), permanent (P) and permanent safety (P(S)) modifications force activity designator (FAD), urgency of need, and the required kit assembly date. Care should be exercised in the assignment of FAD and urgency of need codes to insure that components ordered for immediate and urgent action TCTOs are assigned a competitive priority in accordance with UMMIPS.

11.14.1.3.2. A complete list of kit components by quantity, NSN, part number, and noun. In kits having multiple containers (box 1 of 3, box 2 of 3, etc.), allow space in the right-hand margin for the assembly personnel to manually annotate the box number in which the item is placed. This AFMC Form 185 will have the unit of issue (U/I), quantity unit pack (QUP), unit cost (UC), and shelf life code as shown in applicable stock list. The kit assembly unit will request reproduction of the necessary number of copies for inclusion in each kit. (An abbreviated kit content list or kit parts list may be prepared and included in each kit, in lieu of a reproduced AFMC Form 185.) The kit content list or kit parts list must identify time change items, show shelf life codes, and in multiple container kits, will show container (box) number that contains the item(s).

11.14.1.3.3. Any pertinent data previously obtained relative to the availability of the required item(s).

11.14.1.3.4. A comprehensive review of the kit assembly (AFMC Form 185) request will be made by the end article TCM to insure all required data are included prior to forwarding the request to the TCTO assembly unit.

11.14.1.4. Recommend incremental scheduling in those instances where there is an extremely large quantity of kits.

11.14.2. The depot kit assembly section will be responsible for assembly of TCTO kits for the end article TCM. Utilizing the authorization furnished (**Paragraph 11.14.1.**), the kit assembly unit will requisition all parts and materiel required for assembly. Requisitions for materiel will be prepared according to **AFMAN 23-110, Volume 3, Part 2, Chapter 5**, insuring cost code "W" is annotated, block 23 (column 78), and the TCTO number is annotated in the "Remarks" block of the "Issue Request" (AFMC Form 95). The kit assembly unit will provide initial shipping status of components ordered and periodic updates to the TCM/PM on AFMC Form 185. Any available quantity of the item or materiel will be issued.

NOTE: The exception will be shelf life items coded "A"- "F"/"1" or "2". These items will not be included in depot assembled TCTO kits. However, these items will be identified and requested by the activity using the modification kit. All other shelf life items will be issued only if the shelf life does not expire for six months after assembly date. When pulling stock to fill kit assembly requirements, storage personnel will select items with the longest remaining shelf life. Action will be taken to place any item that is not available on backorder. Follow up to source of supply, as required, to obtain the shortages. The kit assembly unit will follow up with depot supply to insure materiel ordered from all sources (AF, DLA, GSA, LP, LM, etc.) are delivered in sufficient time to meet the required kit assembly date. Estimated delivery dates received from supply sources will be closely monitored by depot supply, and appropriate supply management actions will be initiated to resolve support problems. All affected organizations will place management emphasis on meeting established kit assembly dates. Support problems will be elevated to higher levels of management for assistance.

11.14.3. The TCTO kit assembly section will accomplish physical assembly of kits according to the following:

11.14.3.1. Each individual part, group of parts, or materiel comprising each kit will be tagged (DD Form 1574, *Serviceable Tag-Materiel*) to indicate the complete stock or part number, noun, and the TCTO number. Gum labels (DD Form 1574-1, *Serviceable Label-Materiel*) will not be affixed directly to the item when used to tag/identify TCTO components. All parts or materiel used in the assembly of kits destined for overseas shipment will be properly treated for overseas shipment according to current regulations governing export packaging.

11.14.3.2. Small items which may be easily lost, such as rivets, nuts, washers, etc., will be placed in a suitable container, and the container marked to indicate the NSN/part number, quantity, and the TCTO number.

11.14.3.3. All parts or materiel required for the assembly of each kit will be placed in the smallest suitable container. Shelf life items will be consolidated into one box, or more, in consecutive box order number.

11.14.3.4. Each TCTO kit will contain the quantities of authorized parts or materiel as listed in the TCTO. In addition, each kit will contain a contents/parts list or TCTO bill of materiel.

11.14.3.5. When more than one outside container is required to package a complete kit, the containers will be conspicuously numbered and in consecutive order. Example: Box 1 of 3, Box 2 of 3, etc. The contents/parts list or TCTO bill of materiel, as required in [Paragraph 11.14.3.4.](#), will be placed in box or container 1, and additionally a copy of the kit content list or kit part list will be placed on the outside of container or box number 1.

11.14.3.6. Each kit will be packed so no part will be damaged in shipment. All containers will be sealed and marked with the TCTO number and kit identification number.

11.14.4. Upon receipt of assembled kits by depot supply, the TCM and supply clerks will insure that the supply records for kits are assigned ERRC designator XD2 and a budget code other than 8.

11.14.5. Upon completion of kit assembly, the TCTO kit assembly section will turn in the assembled kits to the D035A wholesale account. Turn in will be accomplished on AFMC Form 95 ([AFMAN 23-110, Volume 3, Part 2, Chapter 4, Section 4B](#)) insuring cost code "W" is inserted, column 78, and the kit identification number is placed in the "Remarks" block. Any materiel residue from QUP it ems should also be turned in to depot supply upon completion of kit assembly.

11.14.6. Acceptance inspection is the responsibility of the inspection activity supporting the cognizant depot supply kit assembly unit to ascertain and ensure quality, quantity, completeness, and acceptability of TCTO kits. Further responsibility is to ensure that the assembled kits conform to AF policy specifications and this manual, and that all related technical directives are complied with.

11.15. Incomplete Kits.

11.15.1. AF bases/activities will notify the PM/TCM responsible for the TCTO of any kit shortages by telephone, message, or letter commensurate with the urgency of the TCTO. Telephone notification must be confirmed by written communications.

11.15.2. Incomplete kits will be tagged "Inc" (incomplete), condition code "E," and will be retained in the base supply/TCTO unit. The PM/TCM will issue a letter or message directing the base supply/TCTO Unit to either hold the incomplete kits for replacement components or dispose of them according to instructions provided.

11.15.3. When complete kits less GFP items become available for shipment at a contractor's facility, and storage of the incomplete kits pending availability of GFP shortages cannot be arranged with the contractor, shipping instructions may be furnished for shipment of the incomplete kit to the depot responsible for the kit distribution. These kits will be clearly marked "INC" (incomplete), condition code "E," unserviceable (limited restoration), and that shortage consists of listed GFP components. The PM initially procuring the kits will be responsible for follow-up action to ensure that GFP items/materiel is furnished to the distribution depot and/or contractor for inclusion in the kits.

11.15.4. TCTO kits will be tagged condition code "F" (unserviceable/reparable) when certain components are found to need repair. If a holding activity finds that a kit(s) contains damaged parts, the kit(s) will be turned in using condition code "F." The PM/TCM will be notified of the items needing repair. It will be the PM/TCM responsibility to replace or repair the damaged parts. Kits that are discovered by a holding activity to be short of component parts will be tagged "INC" (incomplete), condition code "E," unserviceable (limited restoration). The ALC kit assemble unit will notify the PM/TCM of the missing components and will request disposition instructions.

11.16. Release of Time Compliance Technical Orders.

11.16.1. Routine TCTOs will not be released until all supply and maintenance actions have been identified. Stock list changes, I&S groups, kits, spares, manuals, tables of allowances, and drawings will be made available concurrently with release of the TCTO. When all kits, parts, and documentation are finalized and available for release to the user, the routine action TCTO may be distributed. This is necessary so supply and maintenance activities will have current records available at the time the modification begins.

11.16.2. Release of immediate action and urgent action TCTOs will not be delayed pending availability of kits. The TCTOs will be released immediately upon determination of a requirement for the TCTO and availability of engineering data. Upon release of an immediate or urgent action TCTO which involves kits or parts, expedited action will be taken to immediately procure or assemble applicable kits or parts.

11.16.3. Unless a notation of delay in kit availability is indicated in the TCTO, all requisitions properly prepared and submitted for non-available kits or materiel will be recorded as backorders.

11.16.4. The TMC is responsible for coordinating all actions relative to TCTO preparation and issuing concurrent release and availability of all support requirements.

11.16.5. TMC will use AFMC Form 875 for management control purposes and to determine all logistic actions which must be taken to support the retrofit change. The TCM is responsible for initiating the form or letter to accomplish many of the required actions. When other actions are required the technician will query the responsible TCM to insure that required supply requirements and distribution actions are being scheduled and accomplished.

11.16.6. Upon request, the TCM will initiate appropriate actions to support TCTO requirements, establish and prepare schedules consistent with the TCTO time compliance requirements, and expedite efforts to insure concurrent release is affected. The TCM will provide status of initial action taken, scheduled accomplishment dates established, and report action as they are accomplished.

11.17. Distribution of TCTO Modification Kits.

11.17.1. TCTO modification kit distribution will be accomplished on the basis of requisitions submitted in MILSTRIP format by all AF bases/activities. This policy applies to all military systems/commodity. The only exception authorized is for TCTO kits required to modify nuclear weapons. Modification kits for Nuclear Ordnance Commodity Management (NOCM) weapons will be provided through "push" distribution on an automatic shipment basis.

11.17.2. TCTO kits will be shipped to AF bases using the priority of programmed unit schedules as determined by the PM/TCM. This policy encompasses all types of modification requirements regardless of whether specific serial number and location records are available at the headquarters of a MAJCOM. Normal requisitioning action applies equally to organization, base, depot, programmed depot maintenance (PDM), and contractors.

11.17.2.1. For certain engineering change proposals which will be accomplished by contractor support teams, contractors may propose to distribute modification kits and/or parts to equipment locations by the contractor's technical representative. When this method of distribution is accepted for publication in the TCTO, the contractor will be required to requisition the kit/parts from the appropriate end article TCM who will approve shipping property using the contractor's requisition document numbers. The contractor will be furnished assistance by the monitoring depot which will:

11.17.2.1.1. Ensure kits and/or parts are issued according to the priorities of programmed unit's publication, or as may be directed within a command by the appropriate MAJCOM headquarters.

11.17.2.1.2. Exercise extreme caution to preclude delays in this type of distribution to overseas equipment.

11.17.2.1.3. Within depot capabilities, assist the contractor in determining the nearest air shipment off load point and the most direct and/or practical common carrier to the final destination. If this information is not available locally, it should be obtained direct from the overseas activity.

11.17.2.1.4. Recommend a message be sent to advise the consignees of the shipping data to include the date, method, and carriers specified in the release/receipt documents.

11.17.2.1.5. Issue original or amended shipping instructions (ASIs) citing appropriate requisition numbers to a contractor for shipment of TCTO modification kits directly to a using activity. The requisition number of affected activities will always be included in the ASI, so the receiving base's due-in quantity can be reduced according to the quantity of kits received.

11.17.2.2. First priority will be given to meeting the requirements of specialized repair activities. This applies to all categories of TCTOs (immediate, urgent, or routine action). Sufficient quantities of kits will be kept on hand in the depots or contract facilities to support the scheduled overhaul production. Determination of the quantity required for depot use will be made by the end item manager based on the number of end items being overhauled per month, production schedule for kits, ability of field units to accomplish the modification, and any other pertinent factors.

11.17.3. The following procedures will apply in developing schedules for distribution of modification kits:

11.17.3.1. Contractors and/or TCTO kit assembly units will furnish the TCTO kit modification manager with a firm schedule for availability of kits 30 days in advance of the earliest firm shipping date. This notice on contractor assembled kits will include complete application of the appropriate kits, weight and cube of one kit, purpose of the modification, level of maintenance (i.e., organizational or depot), and estimated man-hours required to accomplish the installation. The distribution depots will acknowledge receipt of reference notice within five working days after receipt and request the contractor to:

11.17.3.1.1. Accomplish shipping action according to instructions furnished by the TCTO kit modification manager.

11.17.3.1.2. Withhold shipment pending receipt of ASIs being prepared (to be furnished at the earliest date).

11.17.3.1.3. The AFMC depot monitoring the distribution of aircrew training device kits will furnish original shipping instructions to the contractor concurrent with the initiation of procurement action.

11.17.3.1.4. When the depot monitoring the distribution of TCTO modification kits which affect vehicles by specific registration number or of a specific type (i.e., type P-15 fire trucks), the PM/TCM will furnish distribution instructions from local depot control records. In these instances it will not be necessary to query the MAJCOMs for such distribution instructions.

11.17.3.2. In the case of depot assembled kits, the technical data required as cited will be furnished by the PM monitoring the project.

11.17.3.3. Upon receipt of a firm availability schedule, the TCTO kit modification manager will review the information received to insure the modification schedule is complete. Within three working days thereafter, the TCTO kit modification manager will dispatch a priority message to all MAJCOMs. Instructions will be sent to USAFA, 2304 Cadet Drive, Suite 342, USAF Academy CO 80840-5001 and all affected MAJCOMs. This message will outline the availability schedule for shipment of kits, any special tools, and/or additional items required for the modification including the sources from which this additional materiel will be obtained, when such tools or materiel are not included in each assembly kit. The concluding statement of this message will incorporate the following: "Request this depot be furnished at the earliest possible date the complete kit requirements of your command by serial number, aircraft or equipment, the quantities and locations to which shipment is desired, special packaging or shipping instruction markings required, and precedence applicable to each activity/shipment." In addition to querying the MAJCOMs, a query will also be sent to the Directorate of Contract Administration at each contract management region having jurisdiction of the administration of bailment or loan agreements in order for distribution instructions to be obtained for the kits applicable to any aircraft on bailment, lease, and interdepartmental or interagency loan. The deadline for reply from overseas MAJCOMs is 21 days and CONUS MAJCOMs is 15 days from date of query. This requirement is exempt from reports control symbol in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. If distribution instructions have not been received by the end article TCM on or before five days subsequent to the deadline date for reply, a follow up by message will be initiated.

NOTE: When Department of Army aircraft are affected, the information prescribed in this paragraph will be furnished to US Army Aviation and Missile Command, Redstone Arsenal, Alabama 35898-5000, for

action as prescribed for headquarters of MAJCOMs. Department of Army activities should also be requested to requisition their requirements in MILSTRIP format. The kit identification number should be furnished, if possible, with the initial inquiry.

11.17.3.4. MAJCOMs may authorize shipment to:

11.17.3.4.1. The location at which the installation will be accomplished.

11.17.3.4.2. The home base assignment of the aircraft.

11.17.3.4.3. A central location within command jurisdiction from which final distribution to applicable aircraft will be accomplished under command action and responsibility.

NOTE: It will be the responsibility of the activities previously listed to accomplish the modification and requisition kit requirements.

11.17.3.5. MAJCOMs will:

11.17.3.5.1. Insure that distribution instructions are furnished in accordance with current and/or future programs which are considered to be firm for a period not less than 30 days beyond the potential date of shipment.

11.17.3.5.2. Insure that precautionary measures are taken to avoid conflicting distribution instructions on modification kits applicable to aircraft whose responsibility is assigned to one MAJCOM, but concurrent with the potential shipping schedule, which may be in possession of another MAJCOM. A reverse condition in which neither the responsible nor the possessing MAJCOM issues distribution instructions, should be avoided. Aircraft involved in overseas operations are particularly susceptible to this condition.

11.17.3.6. The TCTO kit modification manager monitoring distribution of kits will take precautionary measures to prevent shipment of kits to more than one location for installation on the same serial numbered aircraft. In the case of conflicting distribution instructions, the involved MAJCOM will be requested to furnish clarification. Upon determination that distribution instructions received from a MAJCOM are appropriate, formal shipping instructions will be issued to the distributing agency. The shipping instructions will be scheduled in sequence of the precedence established for the shipments, as indicated on the distribution lists. Complete requirements submitted by the MAJCOMs will be reviewed by the TCTO kit modification manager monitoring the distribution. A shipping schedule will be prepared conforming to the kit availability schedule and in sequence of priorities indicated on the original shipping schedule, and will be mailed to all applicable MAJCOMs and affected bases/activities with instructions to note the tentative date on which their kit requirements will be shipped. The shipping schedule will be prepared so as to reflect the base account number(s) SRAN, serial number, or tail number of aircraft/equipment, missiles, systems, and ground CE equipment at the base, and the schedule date of delivery of kits by month.

11.17.3.7. The MAJCOM will inform the TCTO kit modification manager not less than 30 days or more than 45 days prior to the potential shipping date of any revision desired to the original distribution instructions, and notify the TCTO kit modification manager within 15 days after expiration of the shipping schedule when kits have not been received as prescribed by the schedule. Immediate action shall be taken by the TCTO kit modification manager to determine cause for non-receipt and initiate positive supply action.

11.17.3.8. When a revision to original distribution instructions pertinent to the next scheduled shipment of kits is not received 20 days prior to the potential shipping date and the original distribution instructions are 70 days old, the appropriate MAJCOM will be requested to reaffirm the validity of the original instructions.

11.17.3.9. When distribution instructions received from all MAJCOMs do not exhaust the entire quantity of kits procured, any remaining balance will be shipped to the TCTO kit modification manager monitoring distribution of the kits for future requirements. The TCTO kit modification manager will render all possible assistance in diverting kits in accordance with emergencies developing after receipt of initial shipping instructions, if notified prior to actual dispatch of the appropriate kits from the supplying source.

11.17.3.10. MAJCOMs will be responsible for redistribution of kits to any aircraft equipment whose assignment or location is changed after the shipment of kits by the depot.

11.17.3.11. The TCTO kit modification manager monitoring distribution of TCTO kits within this category may prepare an AFMC Electronic Form 184 and manually post all transactions that change kit record balances or conditions as a historical record of the kit distribution. Serial numbers of aircraft, equipment, missiles, or ground CE, as provided by the MAJCOMs authorizing the shipments, will be recorded with specific reference to the receiving activities' SRAN. Kits subsequently distributed to fill special requests will be recorded in the same manner.

11.17.3.12. All special requests received after completion of the initial distribution of kits will be screened against the historical record of distribution on AFMC Electronic Form 184 to prevent duplication of shipment. When previous shipment has been completed for the serial numbered aircraft appearing on the special request, the MAJCOM authorizing shipment of the initial kit will be requested to transfer the kit to the requiring activity and advise the monitoring ALC when the shipping action has been completed. The requirement for this record will terminate 30 days after rescission of the TCTO, or 30 days after rescission of the last excess TCTO kit, whichever occurs later. The AFMC Electronic Form 184 will then be retained in completed files and disposed of as prescribed in *Air Force Records Disposition Schedule (AFRDS)* at <https://afrims.amc.af.mil>.

11.17.4. Upon receipt of the official released copy of a TCTO requiring modification of aircraft/equipment specifying the need for modification kits, AF activities will requisition their total requirement as directed in the TCTO. Requisitions will be as authorized in **AFMAN 23-110, Volume 1, Part 1**.

11.17.4.1. Bases/activities may requisition the total quantity of TCTO kits on one document number. Requisitions will be submitted using the standard UMMIPS/codes. Upon receipt, the ALC will backorder all kit requisitions and effect release as kits become available (refer to the approved distribution schedule developed from the procedures in **Paragraph 11.17.3**). The appropriate TCM/kit monitor will establish local procedures to insure all TCTO kit requisitions on backorder are not recorded or reflected in the depot effectiveness rating system(s).

11.17.4.2. TCTO modification kits required by depots, specialized repair activities, or maintenance contractors assigned responsibility for end item overhaul will be determined by the applicable TCM, based on the number of items being overhauled per month, production schedule for kits, and pipeline time. Necessary kits will be requisitioned without submitting serial numbers of articles requiring modification. Requisitions of this type will state: "Serial numbers will be furnished when the kits are issued to the maintenance production line." Overhaul depots will not maintain stocks of TCTO modification kits in excess of 60-day scheduled requirements. Kits received by

the overhaul depot in this manner will be released to production maintenance only upon submission of end item serial numbers on which the kits will be installed. Serial numbers will be forwarded to the depot from which the kits are received for completion of kit control records. Kit control records will be maintained on AFMC Electronic Form 184. Kits requisitioned by overhaul depots or PDM facilities, according to this paragraph; will be ordered only when the anticipated due-in date of kits will insure shipment in time to meet the required deadline to support the work schedule.

11.17.5. TCTO modification kits in support of MAJCOMs Alternative to Intermediate Maintenance (AIM) concept will be consolidated and requisitioned by the applicable Intermediate Level Maintenance Center (ILMC). The MAJCOM ILMCs maintenance and supply functions will coordinate TCTO requirements for their regional bases with the applicable TCM and PM offices. In addition to the TCTO kits, the AIM TCTO monitor will requisition additional line replacement units (LRU) from the source of supply to ensure a sufficient number of modified LRUs are on hand to support the modification. The maintenance scheduler will provide the number of rotatable spares required, based on the largest wing primary authorized aircraft (PAA) or end item plus 10 percent. The AIM TCTO monitor will coordinate with the source of supply (TCM) to determine if modified or unmodified spares will be shipped for the rotation/change out TCTO concept. If unmodified spares are provided by the source of supply, the TCTO monitor will requisition kits to modify these spares. Normal Due-In-From Maintenance (DIFM) procedures will apply when rotational spares are used to support TCTO modifications.

11.18. Storage of Kits.

11.18.1. TCTO kits will be stored for the TCTO kit modification manager under the kit identification number assigned ([Paragraph 11.4.3.](#)). Ensure that safeguards are established to prevent the loss or unauthorized use of kits and/or components. Kits stored will be properly packaged to prevent damage and deterioration in shipment. Each item in the kit will be tagged to indicate stock/part number, noun, and quantity.

11.18.2. TCTO kits will not be disassembled and the component parts returned to stock under their individual stock or part number, nor will a kit be issued for removing component parts, until such time as the TCTO is rescinded or specific authority is granted by the PM/TCM monitoring the TCTO.

11.18.3. The ALC TCTO assembly unit will store a kit for each unmodified end item (aircraft, equipment, or system) identified by the PM/TCM. Kits will be shipped as directed by the PM/TCM. The PM/TCM will establish and maintain manual jacket files or automated files for these requirements. Each kit, when required, will be stored and marked with aircraft or equipment serial number identifications corresponding to the established jacket file accounts. This retention support will be maintained pending final determination of the status of the affected aircraft or equipment. All other kit quantities in stock will be disposed of as excess and not retained in anticipation of some unknown possible future requirement. Kits or components, which the PM/TCM elects to retain for known future requirements, will be identified as retail stock and accounted for using a reserve project detail document identifier "ZFJ". (Reference the FMTA screen for project code record.)

11.18.4. TCTO kits will be stored by the ALC having TCTO management responsibility at the time of rescission until final decision is made as to the ultimate disposition of the end articles.

11.18.5. TCTO kits will not be initially assembled, stocked, stored, or retained in support of systems or equipment programmed as permanent storage at Aerospace Maintenance and Regeneration Center

(AMARC). Upon notification that the aircraft, equipment, or system is scheduled for termination of operational service, the PM/TCM kit monitors will take necessary action to insure disassembly or disposal of the applicable kits from the inventory. Kits should either be completed or disassembled and the components placed back into the supply system or moved to the Defense Reutilization and Marketing Office (DRMO).

11.19. Rescission of TCTO.

11.19.1. The TCTOs (immediate, urgent, routine, and record) will always reflect a completion target (projected rescission) date. The T.O. index is the only official notification for TCTO rescission.

11.19.2. Advise the T.O. TCM approximately 150 days prior to the automatic rescission date, using the TCTO review and rescission report record.

11.19.3. The TCM will:

11.19.3.1. Review applicable TCTO configuration management data for TCTO completion status.

11.19.3.1.1. TCTO complete: Determine if there are excess TCTO kits, quantity, and location.

11.19.3.1.2. TCTO incomplete: Obtain commitment for TCTO completion from MAJCOM and/or Technical Content Manager activities.

11.19.3.2. Determine if other active TCTOs will be affected by the rescission; initiate appropriate action.

11.19.3.3. When disposition of items of AF stock is affected:

11.19.3.3.1. Coordinate with the appropriate TCM to insure all actions have been completed.

11.19.3.3.2. Obtain an approval statement in writing from the PM of the component that the TCTO can be rescinded (supply actions are complete) or a commitment for completion of actions on disposition of TCTO components.

11.19.3.4. Determine if the rescission applies to both AF and FMS program countries. Take action to obtain funds to satisfy FMS program requirements. Notify all FMS countries that have the weapon system or end item that the kit(s) will be sent to disposal six months after date of notification unless the FMS country has indicated they will take action to obtain kits. If the FMS requisition(s) is not received within six months after they have verified the need, advise the country that kits will be disposed of unless requisition is received within 30 days. Kits will not be retained in the inventory for the sole purpose of supporting FMS programs after these actions have been taken.

11.19.3.5. Based upon the data contained in [Paragraph 11.19.3.1.](#), [Paragraph 11.19.3.2.](#), [Paragraph 11.19.3.3.](#) and [Paragraph 11.19.3.4.](#), determine if the TCTO is to be rescinded or the rescission date extended.

11.19.3.5.1. Extension of rescission date of configuration change TCTOs requires justification for and approval by the applicable ALC configuration control board.

11.19.3.5.2. When determination is made that the TCTO is to be rescinded, the TCM will provide written notification of the rescission of the TCTO to the TCTO configuration manager. When kits are no longer required, the ES or the PM will prepare an AFMC Form 111 for

any stock listed items and disposition authority for kit residue. This notification will provide authority for the disposition of any kits on hand and any kit that may generate subsequent to the rescission of the TCTO. The TCM authority will be for the TCTO manager to dispose of kits as excess materiel or for the TCM to give the TCTO manager any special disposition instructions that may be required.

11.19.4. The TO management activity will take action as directed on the completed TCTO review and rescission report notice.

11.19.5. When an excess is reported or when notified by the TCM that a TCTO has been rescinded, the PM/ES will take immediate positive actions as follows:

11.19.5.1. Screen kit components for stock numbered items to be saved. Part numbers will be cross referenced to determine if a current stock number has been assigned. Available critical item lists/known short supply item lists will be reviewed as source data along with known requirements.

11.19.5.2. Coordinate with TCM to determine if there is a continuing need for any kit items that are not stocklisted. The TCM will initiate AF Form 86, Request for Cataloging Data/Action, according to **AFMAN 23-110, Volume 1, Part 1 Chapter 7**, and the TCTO kit modification manager (Technical Content Manager) will include these items on a save list using a non-cataloged (NC) or non-significant (ND) stock number pending entry of item into federal supply system.

11.19.5.3. Prepare a save list of components consisting of all stock listed items and all non-stock-listed items assigned NC, ND, L, and part numbered items that are required. The list will be annotated to indicate critical items which require priority processing/disassembly.

11.19.5.4. Prior to transfer of kits to DRMO, base supply must insure all nationally stock numbered items and all "NC" numbered items are returned to active stock. When NSN/NC numbers are removed from the TCTO kit, action will be taken to adjust the unit price for the kit.

11.19.5.5. Forward necessary instructions by cover letter through established channels to the materiel processing division kit assembly unit at the applicable ALC.

11.19.5.5.1. If disassembly is required (that is, kit components are to be returned to stock), attach the listing and a save listing to the letter of transmittal.

11.19.5.5.2. If disassembly is not required (that is, kit components are not to be returned to stock), attach the listing to the letter of transmittal.

11.19.6. The resource management division is responsible for local policy and procedures. The PM/EM/TCM will review and analyze kit status and coordinate requirements and disposition actions with local supply activities. The PM/EM/TCM will notify applicable supply activities of significant problem areas requiring management attention.